

11. EDUCATION:

Do you have a High School or Equivalency Diploma?	<input type="checkbox"/> Yes <input type="checkbox"/> No	if YES, Name and location of High School or Issuing Governmental Authority:
If NO, circle highest grade completed:	6 7 8 9 10 11 12	Still Attending <input type="checkbox"/>
I have a New York State High School Equivalency Diploma, Number:	<input type="checkbox"/> Copy Attached	Date of Issue:

IF REQUIRED, INDICATE ADVANCED EDUCATION HERE

If your eligibility for this position is based wholly or in part by college training, a verifying transcript must be submitted prior to appointment

- I have requested my college to send my transcript(s) directly to the Lackawanna Civil Service Commission
- My transcript(s) are attached My transcript(s) are already on file with the Lackawanna Civil Service Commission

	Name of School and City in which located	Dates of Attendance		Full or Part Time	No. of Years Credited	Did you graduate?	Type of Course or Major Subject	Number of Credits Received	Type of Degree	Date Degree Received or Expected
		From	To							
College University Professional or Technical School										
Other Schools or Special Courses										

12. LICENSE OR CERTIFICATION:

Complete the following if a license, certificate or other authorization to practice a trade or profession is required on the announcement(s).

Trade or Profession	License Number	Date License First Issued	Registered: From	Mo/Yr	To	Mo/Yr	If you are not currently licensed check this box <input type="checkbox"/>
Specialty	Granted by (Licensing Agency)					City, State	

13. DRIVER'S LICENSE: Do you have a valid NYS Motor Vehicle License? Yes No If Yes, Class: _____

14. DESCRIBE YOUR EXPERIENCE:

Beginning with the most recent, describe below in detail **ALL EMPLOYMENT THAT IS PERTINENT TO THE POSITION APPLIED FOR**. If the examination announcement stated that volunteer or unpaid experience is acceptable as qualifying, describe it in the same way as paid work, showing its volunteer nature in the "Earnings" box. Relevant volunteer (unpaid experience will be considered if verified and fully documented. You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be interpreted in your favor. If you have had military service which includes experience pertinent to the position, describe such experience as a separate employment. If your title or duties changed materially in the course of your service in any one organization, indicate such change clearly and as separate employment, (If more space is needed, attach an 8 1/2 x 11 sheet (s) of paper(s).

UNDER "DUTIES" FOR EACH EMPLOYMENT, DESCRIBE THE NATURE OF WORK PERSONALLY PERFORMED BY YOU WITH ESTIMATED PERCENTAGE OF TIME SPENT ON EACH TYPE OF WORK. STATE SIZE AND KIND OF WORKING FORCE, IF ANY, SUPERVISED BY YOU AND THE EXTENT OF SUCH SUPERVISION (DIRECT, INDIRECT; FULL-TIME, OCCASIONAL)

Length of Employment	Firm Name/Type of Business	Address	City and State
Mo Yr			
From / To /			
Earnings (circle one)			
\$ wk/mo/yr			
Your Exact Title			
Name of Supervisor			
Supervisor's Title			
No. of Hrs. Worked Per Wk. (Exclusive of Overtime):			

CITY OF LACKAWANNA APPLICATION FOR EXAMINATION OR EMPLOYMENT

Length of Employment Mo Yr Mo Yr From / To /	Firm Name/Type of Business	Address	City and State
Earnings (circle one)			
\$ wk/mo/yr			
Your Exact Title			
Name of Supervisor			
Supervisor's Title			
No. of Hrs. Worked Per Wk. (Exclusive of Overtime):			

Length of Employment Mo Yr Mo Yr From / To /	Firm Name/Type of Business	Address	City and State
Earnings (circle one)			
\$ wk/mo/yr			
Your Exact Title			
Name of Supervisor			
Supervisor's Title			
No. of Hrs. Worked Per Wk. (Exclusive of Overtime):			

Length of Employment Mo Yr Mo Yr From / To /	Firm Name/Type of Business	Address	City and State
Earnings (circle one)			
\$ wk/mo/yr			
Your Exact Title			
Name of Supervisor			
Supervisor's Title			
No. of Hrs. Worked Per Wk. (Exclusive of Overtime):			

VETERANS INSTRUCTIONS AND INFORMATION

Answering the following questions means that you are requesting extra credits. Do not answer the questions if you are not a war time active duty member of the armed forces or a War Time veteran or if you do not want to request the extra credits. If you are currently in the Armed Forces on full-time active duty (other than for training) or if you are a War Time Veteran or Disabled Veteran, you are eligible for extra credits added to your exam score if you pass. These extra credits can be used only once for any permanent government employment in New York State. If you want to have these extra credits added to your exam score you must answer the questions now. You can waive the extra credits later if you wish. You must submit documentation, such as discharge papers (DD214), to prove that you are eligible for the extra credits. If you are claiming credits as a disabled war veteran, you must submit written documentation certified by the Veterans Administration as being entitled to receive payments for a service-connected disability rated at ten (10) percent or more, incurred during a "Time of War". Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be "conditionally granted" veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. These credits are granted on the following basis:

- DISABLED VETERANS: 10 points for Open-Competitive Exams
5 points for Promotional Exams
- NON-DISABLED VETERANS: 5 points for Open-Competitive Exams
2.5 points for Promotional Exams

These additional credits, which are combined with the final score obtained in the examination, may be granted to PASSING CANDIDATES at the time of the establishment of the eligible list. Candidates are permitted a minimum period of 60 days from the last filing date to submit veterans credits forms for a particular examination. These forms will be accepted until such time as the eligible list is established. **It is the responsibility of the candidate to insure that all required forms are filed timely.**

All of your answers must be "Yes" to claim additional credits.

Yes No Have you served in the Armed Forces of the USA?
 Dates of active service From _____ To _____

(The "Armed Forces of the United States" means the Army, Navy, Marine Corps, Air Force and Coast Guard, including all components thereof, and the National Guard when in the service of the United States pursuant to call as provided by Law, on a full-time basis other than active duty for training purposes.

Yes No I am now serving, or have served, on an active duty basis other than active duty for training purposes during one or more of the following Time of War periods:

In the Armed Forces:

- August 2, 1990 to the date when the Persian Gulf hostilities ends
- February 28, 1961 to May 7, 1975
- June 27, 1950 to January 31, 1955
- December 7, 1941 to December 31, 1946

Or earned the armed forces, navy or marine corps expeditionary medal for service in:

- (Panama) December 20, 2989 to January 31, 1990
- (Lebanon) June 1, 1983 to December 1, 1987
- (Grenada) October 23, 1983 to November 21, 1983

Or in the U.S. Public Health Service:

- June 26, 1950 to July 3, 1952
- July 29, 1945 to September 2, 1945

Yes No I am a United States citizen or an alien lawfully admitted for permanent residence.

Yes No I am a New York State resident.

To claim additional credits as a Disabled Veteran, you must also answer "Yes" to this question.

Yes No I am currently receiving payments from the U.S. Dept. of Veterans Affairs for a service-connected disability rated at 10% or more incurred during a "Time of War" period listed above.

Have you attached a copy of your separation papers to this application? Yes No

Have you previously used veteran's credits to receive permanent competitive class appointment in the service of the State of New York or any civil division within the State of New York? Yes No

Government Name _____ Length of Employment From _____ To _____

Department _____ Your Official Title _____

THE NEW YORK STATE HUMAN RIGHTS LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, MARITAL STATUS, OR CRIMINAL RECORD. ACCORDINGLY, NOTHING IN THIS APPLICATION FORM SHOULD BE VIEWED AS EXPRESSING, DIRECTLY OR INDIRECTLY, ANY LIMITATION, SPECIFICATION, OR DISCRIMINATION AS TO AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, MARITAL STATUS, OR CRIMINAL RECORD IN CONNECTION WITH EMPLOYMENT.

REMARKS